



Procedure No. 3.1.7

Section 3.1: Finance

Related References: Education Act

Appendices: A + B

Approved: April 6, 2010

Revised: October 4, 2011

January 8, 2019

Review Date:

TITLE: TRUSTEE EXPENSE

OPERATIONAL PROCEDURES:

- 1.0 Reimbursement of Expenses** to attend professional development conferences, workshops, seminars, and training courses away from the community in which the trustee resides or when the Chair and/or Vice Chair, at the discretion of the Director of Education has been requested to attend a meeting away from the community in which he/she resides.

Expenses for the following items shall be paid upon the submission of the approved form (sample, Appendix A) accompanied by receipts for all expenses incurred:

NOTE: Credit card vouchers that are not accompanied by a receipt are not sufficient for reimbursement.

NOTE: (Reimbursement for alcohol is strictly prohibited)

1.1 Registration fee.

1.2 Hotel accommodation for the days of the event including the previous day and last day of the event, if necessary because of distance/weather: such accommodation to be at the hotel in which the event is taking place or in similar priced accommodations. Private stays with friends or family are acceptable and a cash payment or gift at an amount established by the Board may be provided to the friends or family.

1.3 Travel costs to and from the place in which the event is being held:

- if by air, economy class fare, or special discount fares if available, plus ground transportation;
- if by car, the current per kilometer reimbursement rate applied to the distance from community to community as established by an official Ontario or Canadian road map or economy air fare;
- parking fees for travel day(s) and the day(s) of the event.

1.4 Meals to the maximum of the rates established by the Board for breakfast, lunch and dinner where supported by receipts. For events out of the geographic area of the

Board, a daily per diem can be applied which totals the established Board reimbursement for breakfast, lunch and dinner. The combined maximum daily rate is \$100.00.

- 1.5 Other necessary and reasonable out-of-pocket expenses when supported by appropriate receipts.

2.0 Reimbursement of Expenses Incurred in the Performance of Trustee Related Duties

Expenses for the following items shall be paid upon the submission of the approved form (sample, Appendix B) accompanied by receipts for all expenses incurred:

- 2.1 Hotel accommodation for the evening previous to or night of a meeting/event when performing the job related duties if necessary because of distance or weather. Private stays with friends or family are acceptable and a cash payment or gift at an amount established by the Board may be provided to the friends or family.
- 2.2 Travel at the established rate per kilometer applied to the distance from community to community as established by an official Ontario or Canadian roadmap or other approved measurement.
- 2.3 Meals to the maximum of the rates established by the Board for breakfast, lunch and dinner where supported by receipts.
- 2.4 Other necessary and reasonable out-of-pocket expenses when supported by appropriate receipts.

3.0 Board Provided Equipment, Supplies and Services

- 3.1 The Board will supply to each Trustee upon their election to the Board a computer or iPad, printer, and cell phone. The Board will pay, either directly or by receipted and approved out-of-pocket expense, for the supplies and services required to effectively perform their duties.
- 3.2 At the end of their term, Trustees will return all equipment to the Board unless they exercise their option to purchase the equipment at fair market value and take over direct payment for related supplies and services.
- 3.3 Fair market value for the purposes of item 3.2 shall be 10% of the original cost of the equipment. The minimum purchase price shall be \$200.
- 3.4 All services if any attached to the equipment will be transferred to an account to be directly paid by the Trustee.

4.0 Other Expenses Including Advertising and Promotion, Hospitality, Gifts and Attendance at Fundraising or Political Functions

- 4.1 Advertising and promotion is the responsibility of the Director of Education. Providing reasonably priced “thank you” gifts to those rendering a service to the Board is the responsibility of the Director of Education. No Trustee incurred costs will be considered for reimbursement.
- 4.2 The responsibility of providing reasonable gifts to long-service and retiring employees is the responsibility of the Director of Education. No Trustee incurred costs will be considered for reimbursement.
- 4.3 Any costs associated with attendance at any fundraising or political events are the responsibility of the Trustee attending and will not be considered for reimbursement.

5.0 Forms for the Submission of Trustee Travel Expenses

- 5.1 The form for the submission of approved professional development conference, workshop, seminar, training course or meeting travel expenses shall be as attached to this policy as Appendix A.
- 5.2 The form for the submission of all other approved expenses shall be as attached to this policy as Appendix B.

6.0 Submission and Approval of Trustee Expense Forms

- 6.1 The Director of Education or designate shall certify that individual Trustee expense claims meet the requirements of board policy and approve payment of the claim;
- 6.2 The Superintendent of Business and Finance or Director of Education shall certify that the Chair of the Board’s expense claims meet the requirements of board policy and recommend that the Director approve payment of the claim;
- 6.3 Should there be a dispute about the eligibility of any expense, e.g. if deemed as inappropriate or unreasonable, the affected party shall contest the decision during a public session of the board.
- 6.4 The appropriate expense claim form must be submitted within thirty days of the incurrence of the expense in the case of a conference or workshop or other such single occurrence event and fifteen days in advance of the conference or workshop if an advance is requested.
- 6.5 All other expense forms are to be submitted on a monthly basis before the second meeting of the month following the month the expenses were incurred.
- 6.6 Before a payment is processed, the accounting department shall confirm that the expense claim meets the requirements of Board policy and has received appropriate authorization.

- 6.7 Each Trustee's annual expenses shall be published in January of each year.
- 6.8 All documentation shall be retained in accordance with the Board's record retention policy.
- 6.9 No Trustee including the Chair of the Board shall have a Board purchasing card.

APPENDIX A

District School Board Ontario North East P.O. Box 1020 Timmins, Ontario P4N 7H7 Telephone (705) 360-1151 Facsimile (705) 268-7100		PROFESSIONAL DEVELOPMENT AUTHORIZATION & FINAL EXPENSE FORM	
Name _____		Address To Which Cheque Is To Be Sent If Not School _____	
Workplace _____		Name & Place of Professional Development Activity _____	
Date(s) of Professional Development Activity _____		Name & Place of Professional Development Activity _____	
ADVANCED REQUIRED <input type="checkbox"/> Amount _____ If Direct Deposit, Employee # _____ ESTIMATED TOTAL COST _____		ACCOUNTING TO FORWARD REGISTRATION <input type="checkbox"/> (Please include completed registration form with this notice)	
CHECK as appropriate: SCHOOL P.D. <input type="checkbox"/> BOARD P.D. <input type="checkbox"/> OTHER P.D. <input type="checkbox"/>		FOR OFFICE USE ONLY <input type="checkbox"/> Ministry Funds <input type="checkbox"/> Special Funding Acct# _____ <input type="checkbox"/> Account Code # _____	
Claimant's Signature _____		DATE _____	
Principal's Signature _____		DATE _____	
Superintendent of Schools or Designate's Signature _____		DATE _____	
Account # _____		Vendor # _____	
		FOR OFFICE USE ONLY	
FINAL EXPENSES			
		Totals	
# of km _____		0	
SAMPLE ONLY - use current form			
Meals: Breakfast _____			
Lunch _____			
Dinner _____			
Registration (if NOT paid in advance by the Board) _____		Registration (if paid by Board) _____	
Airfare (if NOT billed to the Board) _____		Airfare (if billed to Board) _____	
Ground Transportation (taxi, rental with gas etc.) _____			
Accommodations:			
	No. of Nights	Rate per Night	
	0	\$0.00	\$0.00
Parking _____			
Other (please describe) _____			
TOTAL FINAL EXPENSES		\$0.00	
TOTAL ADVANCE			
DUE FROM (TO) BOARD		\$0.00	

**Meal Maximums
(must have receipts)**

Breakfast - \$20.00
 Lunch - \$25.00
 Dinner - \$35.00

I hereby certify the above statement of expenses to be correct and have not been charged on any Board visa.
I confirm that I have not made a claim for any of these expenses from any other source.

Claimant's Signature _____	DATE _____	
Principal's Signature _____	DATE _____	
Superintendent of Schools or Designate's Signature _____	DATE _____	

FOR OFFICE USE ONLY

NOTE: ACCOMMODATIONS: Maximum single rate at hotel or conference rate. Rate per night must include all taxes.

MEALS: Receipts are required if claiming meals to the meal maximums

